

COOCH BEHAR UCHCHA BALIKA VIDYALAYA (H.S.)

P.O. & Dist. COOCH BEHAR - 736101

Phone No. (03582) 223-888 Mob. : 8918709380

Board's Index No. : 01 - 048

VTC - 9274

H.S. Code No. : 10078

Ref. No. : 38/cuv/26.

Date : 28.3.26

From :

The Secretary / Headmistress

To
The Chairman
Coochbehar Municipality &
Coochbehar Planning Authority

Ref: Memo No. Estt/1379/CBM-26 dated 16-03-2026

Subject: Urgent request for construction of toilet facilities

Sir,

With due respect, I would like to state that our institution has been facing a serious shortage of adequate toilet facilities for both students and staff for a considerable period of time. This has created inconvenience and is affecting the overall hygiene and well-being within the school campus. In view of the above,


I earnestly request you to kindly take necessary steps for the construction of sufficient toilet facilities within the school premises under the relevant project at the earliest possible time.

We assure you that all required formalities, including issuance of necessary NOC, will be provided promptly from our end.

Thanking you in anticipation.

Yours faithfully,

Headmistress
Coochbehar Uchcha Balika Vidyalaya
Cooch Behar


28.3.26
Headmistress
Coochbehar Uchcha Balika Vidyalaya
Cooch Behar